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MEMORANDUM FOR: Chief, Plans and Policy Staff

18 December 1957

SUBJECT : Intelligence School Weekly Report
12 December through 18 December

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I. SIGNIFICANT ITEMS: None

II. OTHER ACTIVITIES:

A. Intelligence Orientation

(1) Under the program arranged by [] members of the following IAC Subcommittees briefed the Orientation Faculty staff on their mission and functions:

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The Chief, Orientation Faculty, has scheduled briefings with the remaining IAC Subcommittees later this week.

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(2) [] has drawn up the lecture schedule for IO #17 which begins on 6 January. Each lecturer is being requested to submit an outline to be given to students before the lecture. It is also planned to resume the two area survey lectures, omitted from the last course because of the Thanksgiving holiday.

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(3) Exhibits

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[] met with [] O/C Training Officer, and members of his staff on 13 December to discuss plans for Commo participation in the Support Exhibit. Commo has agreed to ready an interim exhibit for the January course.

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(4) [] met with [] of the Audio Aids Section on 11 December to discuss our needs for up-to-date films in the fields of intelligence and operations. [] subsequently requested from the Graphics Register a machine run of all films from IAC agencies and commercial sources produced after 1950. It is planned to review as many of these as possible before the January course.

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B. Operations Support

(1) The new case for Operations Support has been completed and was sent to the printers on 16 December.

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(2) In a recent discussion with [] the Director of Personnel asked that [] be invited to address key Personnel people on the functions of the A&E Staff. [] readily accepted [] invitation and [] is making arrangements for the meeting.

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(3) [] has been reviewing his Personnel lectures with [] Executive Officer, Office of Personnel, to make sure the latest directives and developments are given proper emphasis in these lectures.

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(4) [] is in the process of revising the Field Property Accounting lecture, study guide, and problems to conform with the new Field Handbook [] which is expected to go into effect in the near future.

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(5) [] from OTR Graphics and [] reviewed the need for a new training aid in the Operations Support and Administrative Procedures classroom (136, []). A drawing is being prepared by [] which will provide the following facilities: blackboard, magnet board, blanket board, projection screen and chart display boards.

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C. Intelligence Production

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(1) Geographic Intelligence was introduced as a new topic for the third briefing exercise of the current Intelligence Techniques Course. [] worked up 20 individual problems for assignment to students. The subject, requiring the use of maps as visual aids, created much interest.

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(2) During the past week [] has been working with OCR analysts, collecting material for a project to be used in the first running of the Intelligence Research (Techniques) course.

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(3) On Tuesday, 17 December, [] met with [] and [] OCI analysts, to discuss a research project to be used in the next Intelligence Techniques course.

(4) Because of the press of office duties, one ORR trainee withdrew from Reading Techniques #40 last week. She plans to take the course at a later date.

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D. Management Training

(1) Basic Management #39 (GS 11-13) was completed on 13 December. A number of changes were made in the format of the course and in the teaching devices. The class responded favorably to the innovations. Required readings were limited solely to recent articles on management and supervision subjects rather than to textbooks. A film "Patterns" was used as a case study and provoked considerable discussion. The next course in Basic Management, which begins on 6 January, will embody additional experimental devices.

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E. OTR Orientation Officer

(1) On 12 December the CIA Review was conducted by [] for [] people.

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(2) On 16 December the CIA Introduction was conducted by Mr. [] for [] people.

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F. Clerical Training

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(1) During the week of 9 December there were [] people in Clerical Induction Training. Of these, [] were entering class for the first time. During the same period there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 9 December were as follows: of [] people tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

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(3) The results of the official Agency tests administered by Clerical Refresher to on-duty clerical employees were as follows: of [] tested in shorthand, [] qualified; of [] tested in typewriting, [] qualified.

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(4) [] students enrolled in the Advanced Shorthand Dictation class, the only class of Clerical Refresher Training in which the fulfillment of Agency qualification is allowable, met the requirement of the Clerical Skills qualification test.

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III. PERSONNEL NOTES:

A. [] completed the Operations Familiarization Course. He returned to duty on 16 December.

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B. [] returned from maternity leave on 16 December and is assigned temporarily in O/C/IS.

C. On Tuesday, 17 December, [] attended a luncheon of the Washington Adult Reading Improvement Association at the U. S. General Accounting Office.

[]
Chief, Intelligence School

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